

TO: Finance Committee

FROM: Brittney Hayes, Human Resources

DATE: March 24, 2026

SUBJECT: Various Positions – Central Library

Library Director Tana Elias is requesting the reallocation of funding from the vacated Community Engagement Coordinator position (PCN # 4582) to support the creation and modification of three positions within the Madison Public Library (MPL). Specifically, this includes the creation of a 0.9 FTE Multisite Library Assistant position, a 0.6 FTE Library Assistant position at Hawthorne Library, and the increase of a Clerk position (PCN # 0525) at Sequoya Library from 0.6 FTE to 1.0 FTE. Upon review of the proposal and supporting justification submitted by MPL, I recommend approval of these position changes.

The recent retirement of the Community Engagement Coordinator has provided MPL with an opportunity to evaluate operational needs and reallocate resources to better support direct service staffing. In conjunction with the creation of a new supervisor series and the reclassification of multiple supervisory positions, key duties previously assigned to the Community Engagement Coordinator have been redistributed to other supervisors, primarily those overseeing Adult Programming and Adult Partnerships. This restructuring eliminates the need to refill the position and allows funding to be redirected to frontline service needs.

These changes are particularly important as MPL prepares for the opening of its tenth facility, the Imagination Center at Reindahl Park. To ensure adequate staffing levels across the system especially during staff absences, MPL is strengthening capacity in high-demand locations and systemwide support roles.

The addition of a 0.9 FTE Multisite Library Assistant will expand MPL's ability to address daily staffing shortages across locations. Analysis of 2025 call-out data shows that on at least 60% of open days, the number of staff absences exceeds the capacity of the current five Multisite Library Assistants. This position is critical to maintaining consistent public-facing services across the system. There would be an internal transfer process to fill this role, and if there is no interest, there would be an external recruitment to fill the vacant position.

The creation of a 0.6 FTE Library Assistant position at Hawthorne Library will provide essential desk coverage at a location that consistently relies on systemwide support due to limited staffing. Call-out data indicates that Hawthorne is one of the largest users of Multisite Library Assistant resources. In addition, this location has experienced an increase in patron behavior incidents, which require additional staff presence to effectively manage and maintain a safe and welcoming environment. There would be an internal transfer process to fill this role, and if there is no interest, there would be an external recruitment to fill the vacant position.

The increase of the Clerk position at Sequoya Library from 0.6 FTE to 1.0 FTE will improve staffing stability at one of the system's busiest locations. Sequoya Library circulates the highest number of

materials at MPL, while Alicia Ashman Library ranks fourth. The additional 0.4 FTE to make a full time position will allow for consistent regular support at Alicia Ashman Library, which frequently requests assistance due to high circulation and limited staffing. The increased 1.0 FTE Clerk position at Sequoya Library will be filled through the reallocation of current employee, Aaliyah Xiong, into the full-time role.

The proposed changes are fiscally neutral. The Community Engagement Coordinator position is currently funded at \$158,288 for salary and benefits, which will fully support the creation and modification of these positions. The remaining \$12,559 will be redirected to MPL’s hourly budget to support additional Page staffing needs, particularly in preparation for the opening of the Reindahl facility.

Based on this analysis, I recommend the creation of a 0.9 FTE Multisite Library Assistant position, the creation of a 0.6 FTE Library Assistant position at Hawthorne Library, and the increase of the Clerk position at Sequoya Library from 0.6 FTE to 1.0 FTE, with employee, Aaliyah Xiong, being reallocated to the position.

The necessary resolution has been prepared to implement these recommendations.

Effective Date: March 15, 2026 (retroactive)

Compensation Group/Range	2026 Annual Minimum (Step 1)	2026 Annual Maximum (Step 5)	2026 Annual Maximum (+12% Longevity)
Clerk 1 Library (32/01)	\$45,363.76	\$52,173.42	\$58,434.22
Library Assistant (32/05)	\$57,496.92	\$65,050.18	\$72,856.16

- cc: Tana Elias – Library Director
- Krissy Wick – Director of Public Services
- Erin Hillson – Human Resources Director
- Emaan Abdel – Halim – HR Services Manager